

# California Department of Veterans Affairs

*Veterans First*



**\*\*CORRECTED\*\***

**Classification:** **Associate Governmental Program Analyst (\$4111-\$4997)**  
2 – Permanent, Full Time Positions [1 Position is subject to Post and Bid]

**Location:** 1227 O Street, Sacramento, CA  
Office of Procurements and Contracts

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements. SROA/SURPLUS PROVISIONS APPLY. **FOR POST AND BID: INTERESTED AGPA EMPLOYEES OF CDVA MUST COMPLETE CDVA/HR FORM #05-019. FOR ADDITIONAL INFORMATION, GO TO DEPARTMENT INTRANET SITE.**

**Duties and Responsibilities:** *Under general supervision from the Staff Services Manager I:*

- Serve as contract analyst responsible for preparing and processing contracts, Interagency Agreements, Memorandums of Understanding, Invitations for Bids, and Request for Proposals, Requests for Applications and Statement of Qualifications.
- Assist program managers, supervisors and Veteran Homes management to negotiate contracts with contractors.
- Provide assistance to appropriate staff in developing applicable and pertinent contractor scope of work, payment provisions and duties of the state.
- Log and track contracts, agreements, IFB's, and RFP's development and processing status.
- Provide contract information for required reports.
- Provide assistance and back up to the DVBE contract coordinator.

**Desirable Qualifications:**

- Knowledge of and experience in applying the State Contracting Manual and Public Contracting Code laws, regulations, rules, policies and requirements.
- Experience in preparing and managing contracts.
- Knowledge of and experience in using Microsoft Word, Microsoft Excel and Microsoft Access.
- Ability to analyze data and present ideas and information effectively both orally and in writing.
- Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems.
- Ability to gain and maintain the confidence and cooperation of those contacted during the course of work.

**How to Apply:** Candidates should submit a State Application (STD. 678), a Post and Bid Application (if applicable) CDVA/HR Form 05-019, and résumé to:

Department of Veterans Affairs  
1227 O Street, Room 402  
Sacramento, CA 95814  
**Attn: Jacquie Hayes**

**Inquiries:**  
Voice: (916) 653-2535  
TDD: (916) 653-1960

**In Line #12 on the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process.**

**Final Filing Date: Until filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED.

PSNOs: 830-470-5393-803 & 574-235-5393-801

RELEASED: 7/24/2006

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